



Palm Beach Day Academy Lower Campus Handbook 2022-2023

MISSION STATEMENT

The foundation of the Palm Beach Day Academy's program is the education of our students in an academically challenging and compassion rich environment that guides each child toward personal excellence of mind, body and character. At all levels, our students will be –

*Challenged to Excel;
Empowered to Act;
Prepared to Lead*

LEAD WITH HONOR

The mission statement states, “*Challenged to Excel; Empowered to Act; Prepared to Lead.*” Under this umbrella, PBDA community members are expected to follow, in and out of school, what are considered the core values of the school. PBDA's character program, Lead with Honor, consists of these three core values:

- Respect
- Responsibility
- Integrity

Under the guidelines of Lead with Honor, students will:

- bring respect and dignity to all of those with whom the student shares the Palm Beach Day Academy experience.
- accept the fact that their behavior reflects their character and attitude toward Palm Beach Day Academy.

LOWER CAMPUS OFFICE INFORMATION

CONTACTS

Julissa Carlson, *Administrative Assistant to Head of Lower School*, jcarlson@pbdays.org, (561) 832-8815
Amy Moffatt, *Administrative Assistant*, amoffatt@pbdays.org, (561) 832-8815

Administration

Martha Bjorklund, *Head of Lower School*, mbjorklund@pbdays.org, (561) 832-8815, ext. 214
Heather Fanberg, *Assistant Head of Lower School*, hfanberg@pbdays.org, (561) 832-8815, ext. 213

OFFICE HOURS

The front desk of the Lower Campus is located in the lobby of the Mandel-Palagye building. All visitors, including current families and alumni, sign in at the front desk. Students who arrive late to school or leave campus early will wait for their guardian to sign them in and out at the front desk.

The campus will welcome all visitors and guests. Visitors will need to sign in and obtain a visitor's badge.

SCHOOL HOURS

2022-2023 School Hours are as follows:

Pre-Primary/Primary: 8:30 a.m. – 2:30 p.m.

K-3: 8:15 a.m. – 2:45 p.m.

Arrival

K-3: 7:45 a.m. – 8:15 a.m.

Pre-Primary/Primary: 8:00 a.m. – 8:30 a.m.

Dismissal

Pre-Primary/Primary: 2:30 p.m. – 3:00 p.m.

Half Day Dismissal: 12:30 p.m. – 12:45 p.m.

K-3: 2:45 p.m. – 3:15 p.m.

After-Care: 3:15 p.m. – 5:00 p.m.

Students should be on campus no earlier than his/her arrival time unless a previous arrangement has been made. Parent/Caregivers must assist children getting into and out of car seats as efficiently as possible.

ACADEMICS

Pre-Primary

Comments only

Primary

Primary Year 1:

D = Developing

P = Proficient

N/A = Not Assessed

Primary Year 2:

B: Beginning: Still requires teacher assistance to produce grade-level work

O: On-Track: Producing grade-level work with occasional teacher assistance

S: Secure: Consistently demonstrates understanding and produces quality work independently

N/A: Not assessed during this trimester

K - 3rd Grade: Grading Scale

B: Beginning: Still requires teacher assistance to produce grade-level work

O: On-Track: Producing grade-level work with occasional teacher assistance

S: Secure: Consistently demonstrates understanding and produces quality work independently

N/A: Not assessed during this trimester

Effort Grades Scale:

Specialists / 3rd Grade

- 1 Consistently exceeds expectations and is self-motivated
- 2 Exceeds expectations
- 3 Meets expectations
- 4 Works below expectations
- 5 Consistently fails to meet expectations

STANDARDIZED TEST INFORMATION

PBDA's Lower Campus utilizes aimswebPlus® to screen and monitor student's reading and math skills in grades K-3. The assessments are standards-aligned and allow us to measure individual and class growth as well as identify learning gaps. The school handles registration for all students, including students with accommodations.

2022-23 Dates:

- September 12 – September 23
- January 17 - 27
- May 1 - 12

SUPPORT SERVICES

The mission of the Palm Beach Day Academy Student Success Team (SST) is to provide each child with the necessary academic, social, emotional, and physical support, as needed, to thrive here at PBDA. The SST is made up of three learning specialists for Primary through Grade 3 and three learning specialists Grades 4-9. A school counselor and school nurse attend to both campuses to provide additional support. Moreover, the Head of Upper and Lower Schools are actively involved in the organization and planning for student success. All members of the SST work closely with classroom teachers as well as parents to understand the students' needs and create effective support plans. For students in Primary through Grade 3, foundational literacy skills are taught using the Wilson

Reading System. Wilson Language is a structured, systematic, and multi-sensory approach to teaching reading, which is based on the Orton-Gillingham Methodology. Students in need of math intervention will receive supplemental, individual, or small group instruction in addition to his/her classroom instruction.

STUDENT LIFE

COMMUNITY SERVICE

Bulldog Outreach organizes all community service opportunities for students in Primary through Grade 3. We work with the Upper Campus in various community service projects. Our Lower Campus representative for Bulldog Outreach is Kelly Zingaro.

ATTENDANCE

Palm Beach Day Academy is dedicated to academic excellence. In order to promote a scholastic environment all students must be in attendance. Requests for special permission to miss any part of the school day should be made in writing or emailed and submitted to Martha Bjorklund at least two weeks in advance whenever possible.

If a student is absent from school, the parent should notify Lower Campus nurses, Angela Hampton, ahampton@pbday.org, or Brandi Hobbs, bhobbs@pbday.org, at (561) 832- 8815 ext. 215.

If a student must leave during the school day, the parent must sign out the student at the front desk. As well, the parent should give 24 hours' notice when pulling a student out of school early. A student who has an early dismissal due to illness will not be permitted to participate in any after-school activities that day or evening.

ARRIVAL/DISMISSAL

In order to improve traffic flow during arrival and dismissal, we have adjusted our procedures this year. Please **remain in your car at all times** as our PBDA faculty will load and unload your child from and into the car. If there is a change to your child's regular pickup, you must email LCdismissal@pbday.org and your classroom teachers no later than 2:15 p.m. There will also be **TWO** dismissal times this year.

2:30 p.m. - 3:00 p.m. Dismissal A: Priority Pickup - Yellow Placards

- Pre-Primary/ Primary students and their K-3 siblings. Due to the extra time required to load our littlest Bulldogs, **2:30 p.m. - 2:45 p.m is reserved for ONLY yellow placards.**
- Please use the right **AND** the left pickup lanes. Security personnel will alternate sides directing cars into the pickup area.

2:45 p.m. - 3:15 p.m. Dismissal B: Blue Placards

- Remaining K-3 students. Please use **BOTH** the right and left pickup lanes. Security personnel will alternate sides directing cars into the pick-up area.
- If you arrive before 2:45 p.m., **you will be directed to drive through the carline and re-enter the carline on Flagler Drive.** You will not be allowed to park and wait for your child as this causes a major disruption to the flow of traffic.
- If your child is involved in an off campus PBDA Enrichment Program that requires you to pick up during Dismissal A, you will receive an additional placard for that session indicating Enrichment pickup.

It is imperative that the PBDA placards with the family's last name are visible in the passenger side of their car windshield so that PBDA personnel can easily identify the family.

For the full Lower Campus Dismissal Policy, please [click here](#).

FOOD POLICY

Palm Beach Day Academy strives to be nut-aware. Snacks and lunches that contain peanuts, peanut flour, peanut oil, or peanut butter or other tree nuts are not permitted. Food for special events must be store-bought and follow this policy.

BIRTHDAY PARTIES

We request that parents do not bring in cupcakes or any other birthday treats on a student's birthday. PBDA will be providing each student with a unique "Birthday T-Shirt" that will be given to each student on his or her birthday. The student may wear the shirt to school on his or her birthday. You are also welcome to purchase a birthday book in honor of your child's birthday. Please contact Jennifer Andreon (jandreon@pbday.org), our Lower Campus Media Specialist, for details.

FIRE SAFETY

PBDA is required to hold two fire drills in September, and monthly for the remainder of the school year. The grade level zones will be distanced appropriately from each other in the two fields, as will the students in each zone.

EMERGENCY CLOSINGS

In the event of extreme inclement weather, the policy is influenced somewhat by that of the Palm Beach County public schools. If there is an occurrence that is specific to us, we will keep you updated via www.pbday.org and/or send out a message to your phone and/or email.

TECHNOLOGY USAGE POLICY

Policies, guidelines, and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, watches, as well as technology infrastructure, associated peripheral devices and/or software that access the Palm Beach Day Academy internet/computer network; and all computers and devices owned by Palm Beach Day Academy.

Palm Beach Day Academy supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

As a PBDA student, I will:

- use my school provided Google email account for educational purposes that directly relate to the school.
- understand that my user account is intended for my sole use only. I understand I am responsible for the security of the system and must not share passwords.
- protect personal information, including a home address and phone number, about myself or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. I will report any suspicion of dangerous or inappropriate information or messages.
- use school technologies for school-related activities.
- follow the same guidelines for respectful, responsible behavior online that I am expected to follow in class.
- refrain from posting any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
- treat school resources carefully, and alert staff if there is any problem with their operation.
- use school technologies at appropriate times and in approved places, for educational pursuits.
- understand that using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
- abide by the school's safety measures and filtering tools

- follow Lead With Honor and will not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, explicit, suggestive, threatening, discriminatory, harassing, bullying and /or illegal material or messages.
- keep from engaging in any cyberbullying activities such as harassing, denigrating, impersonating, or cyberstalking.
- disable iMessage and other texting features from my laptop during the school day.

DRESS CODE

Only uniform items purchased at the PB Boys and PB Girls Club/Aristokids, or online from the special PBDA Uniform Site of [Lands' End](#), are permitted. More information can be found [here](#).

PRE-PRIMARY AND PRIMARY

Girls: Pre-Primary and Primary

Monday – Thursday

- PBDA preschool jumper in yellow with navy trim or blue with navy trim
- Blue PBDA shorts – pull on
- White polo or white PBDA monogram shirt to be worn under jumper or with shorts
- White socks
- **Velcro** sneakers (please avoid sneakers that light up or include neon colors)

Friday dress uniform for Pre-Primary and Primary girls

- **Yellow** preschool jumper with items listed above

Cold weather options: 55 degrees or colder

- Navy sweatshirt and sweatpants with school seal
- Navy v-neck sweater with PBDA logo
- Navy cardigan with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo
- Navy or white tights, white turtleneck

Primary Field Day

- Yellow/Flamingo or Navy/Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

Boys: Pre-Primary and Primary

Monday – Friday

- Khaki shorts or pants – pull on
- White polo with school seal
- White socks
- **Velcro** sneakers (Please avoid sneakers that light up or include neon colors.)

Fridays and special occasions additional Dress Uniform –

- Navy crewneck sweater with PBDA logo (cold weather Dress Uniform)

Cold weather options: 55 degrees or colder

- Navy sweatshirt and sweatpants with school seal
- Navy crewneck sweater with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo

Primary Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

KINDERGARTEN

Girls: Kindergarten

Monday – Thursday

- PBDA jumper: yellow, blue, green, pink.
Belts are optional.
- White polo shirt with PBDA
- White socks
- Velcro sneakers (Please avoid sneakers that light up or include neon colors.)
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)

Fridays and special occasions

Dress Uniform –

- Yellow jumper/Navy belt – Belt optional
- White Polo shirt with PBDA
- White socks
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)
- Navy cardigan with PBDA logo (cold weather)

Cold weather options: 55 degrees or colder

- White long-sleeved button-down shirt or white turtleneck
- Navy cardigan with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo
- Navy or white tights

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

Boys: Kindergarten

Monday – Friday

- Khaki shorts or pants – pull on or belted (black, brown, or canvas PBDA belt)
- White polo with school seal
- White socks
- **Velcro** sneakers (Please avoid sneakers that light up or include neon colors.)

Fridays and special occasions additional Dress Uniform –

- Navy crewneck sweater with PBDA logo (cold weather Dress Uniform)

Cold weather options: 55 degrees or colder

- Long sleeve white cotton polo shirt with school seal (tucked in)
- Navy microfleece half-zip jacket with PBDA logo

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

GRADES 1-3

Girls: Grades 1-3

Monday – Thursday

- PBDA jumper: yellow, blue, green, pink.
Belts are optional.
- White polo shirt with PBDA
- White socks
- Sneakers (Avoid sneakers that light up or include neon colors.)
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)

Dress Uniform – Fridays and special occasions

- Yellow jumper/Navy belt – Belt optional
- White Polo shirt with PBDA
- White socks
- Sneakers
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)
- Navy cardigan with PBDA logo (cold weather)

Cold weather options: 55 degrees or colder

- White long-sleeved button-down shirt or white turtleneck
- Navy cardigan with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo
- Navy or white tights

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

Boys: Grades 1 – 3

Monday-Thursday

- Khaki shorts or pants – (black, brown, or canvas PBDA belt)
- White polo shirt with school seal
- White socks
- Sneakers (Avoid sneakers that light up or include neon colors.)

Cold weather options: 55 degrees or colder

- Long sleeve white polo shirt with school seal (tucked in)
- Navy microfleece half-zip jacket with PBDA logo
- Navy crewneck sweater with PBDA logo

Dress Uniform – Fridays and special occasions

- Khaki shorts or pants
- Navy blazer with PBDA seal
- Navy/Gold PBDA tie; clip-on or regular tie
- Oxford blue or white button-down shirt; short or long-sleeved
- Khaki or navy canvas, brown leather or PBDA logo belt
- White socks with shorts; navy, black, brown or white socks with pants
- Sneakers

P.E. Uniform (optional)

- Gray tee shirt with PBDA athletic logo; short or long sleeved
- Navy mesh sport shorts

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers